



Lewis & Clark County 4-H Volunteer Position Description



Title: 4-H Club Organizational Volunteer Leader

Mission of Montana 4-H: The mission of Montana 4-H is to educate youth and adults through positive youth development for living in a global and ever-changing world by using the resources of the Land Grant Universities and the U.S. Department of Agriculture.

Montana 4-H uses educational, learning-by-doing projects, club meetings, community service projects, events, and activities for young people and adults as they work toward attaining these five LIFE SKILLS:

- ✿ Fostering positive self-concept
- ✿ Learning decision-making and responsibility for choices
- ✿ Developing an inquiring mind
- ✿ Relating to self and others
- ✿ Acquiring a concern for communities — local and global

Purpose: Facilitate club experiences to allow 4-H members to experience positive youth development through the 4-H essential elements of belonging, mastery, generosity and independence. Organizational leaders work as a team with 4-H professionals, other volunteers, members and parents to provide opportunities for positive youth development at the club level.

Time Commitment: Approximately five hours per month. It is expected that 4-H clubs will hold 6 to 12 regular club meetings during the year. Club meetings may be supplemented by project meetings, camps, fair, and other 4-H learning activities.

Short Term Impact: 4-H club members will learn how to facilitate meetings, work effectively in a team with older and younger members, express thoughts and opinions in front of a group, understand and appreciate the value of helping others, and become engaged in community.

Long-term Impact: 4-H club members will grow into adults who possess life skills and are prepared to assume leadership roles in their community, state and world.

Responsibilities: Following is a list of typical tasks that need to be done in order for a 4-H club to run effectively. An Organizational Leader may take responsibility for all of the tasks or the tasks may be divided up between a Club Organizational Team.

- ✿ Communicate between the club and the Extension Office. (At least one individual identified to send club information as needed.)
- ✿ Help members plan and organize service learning activities or work with activity leader to do so.
- ✿ Ensure a safe and inclusive environment at all 4-H events, consider physical and emotional safety.
- ✿ Coordinate the club's recognition program. Promote countywide awards, scholarships and recognition.
- ✿ Complete the annual club information process and coordinate annual enrollment of members and volunteers.
- ✿ Promote participation in countywide events to members.
- ✿ Request appropriate project literature and distribute to members/families.
- ✿ Be a club representative to countywide events and at County 4-H Council meetings and activities when necessary or assign a representative.

- ✿ Assist with program planning for the year. Work with members to set annual club goals.
- ✿ Work with club officers to learn their responsibilities and plan successful meetings.
- ✿ Oversee club financial responsibilities and follow the financial recommendations as outlined by the Montana 4-H Center for Youth Development.
- ✿ Coordinate county fair participation and entries for club members.
- ✿ Recruit volunteers as needed for other leadership roles such as project leaders, activity leaders, chaperones, etc.

Qualifications

- ✿ Become officially enrolled as a 4-H Volunteer in the County. (Fill out application and complete background check.)
- ✿ Each year complete the 4-H Volunteer Background Update Form to continue in the position.
- ✿ Enjoy working with youth and other adult volunteers.
- ✿ Be willing to advise, guide and mentor while allowing youth to make decisions and carry out plans to meet personal and club goals.
- ✿ Demonstrate organizational skills to manage paperwork and complete annual reporting.
- ✿ Have access to transportation and telephone. Internet and email access is beneficial.
- ✿ Be willing to participate in training opportunities when available.
- ✿ Embrace the mission of 4-H and work within the guidelines of Montana State University Extension, Montana 4-H and the Lewis & Clark County 4-H program.

Benefits

- ✿ Develop leadership skills and gain new knowledge.
- ✿ Gain satisfaction by watching youth grow under your influence.
- ✿ Opportunity to meet and share ideas with other adults working to make a difference in the lives of youth.
- ✿ Opportunity for advanced leadership roles in the county and state 4-H program.
- ✿ Enjoy the successes of youth as they learn new skills.
- ✿ Develop relationships with 4-H members, families and leaders.
- ✿ Recognition for work toward fulfilling the mission and vision of 4-H, which may be in the form of publicity, thank you tokens, certificates, plaques or awards.
- ✿ Training opportunities to further knowledge and skills.



Supervision: Club Organizational Leaders are accountable to Montana State University Extension, through the local Extension Agent(s) and the Lewis & Clark County 4-H Council, for their activities and finances. The continuing existence of the club is dependent on Extension's authorization and oversight. 4-H volunteers are expected to abide by the behavior standards established by Montana 4-H and to conduct themselves as positive role models for youth.

Funding for Activities: Funding at the club level is typically done through fundraising with members, leaders and parents. A fundraising approval form must be submitted to the Extension Agent before completing the fundraiser, and a report must be filed with 60 days of completion of the fundraiser.

Resources and Training Available

- ✿ County, district and state leader training workshops.
- ✿ State and regional conferences for 4-H volunteers.
- ✿ Orientation for volunteers.
- ✿ Extension staff to listen to ideas to help improve the 4-H program.
- ✿ Access to curriculum, newsletters and other resource materials to assist with club work.